



U.S. Department of Housing and Urban Development
Washington, D.C. 20410-3000

OFFICE OF THE CHIEF PROCUREMENT OFFICER

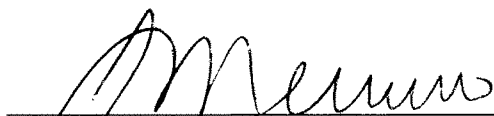
**Class Deviation to HUD Acquisition Regulation (HUDAR)
Subpart 2452**

Currently, the invoicing and payment clauses set forth in the HUDAR (2452.232-70, "Payment Schedule and Invoice Submission (Fixed-Price)" and 2452.232-71, "Voucher Submission (Cost-Reimbursement) provides Contracting Officers with the option of requiring that invoices and vouchers be sent to them. To better ensure that all invoices and vouchers are received and that the contracting offices have a complete invoicing history, this deviation will revise the clauses to require that copies of all invoices and vouchers be submitted to the Contracting Officer (CO).

In addition, to better ensure that the contract closeout process is properly and promptly initiated, HUDAR clauses 2452.232-70 and 2452.232-71 are revised to require the CO's certification of the final invoice or completion voucher before payment may be made. This action will serve as a notification to the CO to obtain the Government Technical Representative/Contracting Officer's Technical Representative (GTR/COTR) review and approval of the invoice/voucher and a completed performance assessment. Consequently, the CO/Specialist will be prompted to follow through with the next steps in the contract closeout process.

The clause prescription for use has not changed. However, the deviations are applicable to all existing and new contracts as appropriate. Therefore, all existing contracts that have six months or more remaining in the period of performance must be modified to include the appropriate clause not later than March 31, 2008.

Therefore, in accordance with FAR 1.404 and HUDAR 2401.404, I hereby authorize the attached deviation, on a class basis, to 48 CFR Chapter 24, Subpart 2452, sections 2452.232-70, Payment Schedule and Invoice Submission (Fixed-Price) and 2452.232-71, Voucher Submission (Cost-Reimbursement). This deviation shall be effective from the date of issuance until it is rescinded or superseded.



Joseph A. Neurauter
Chief Procurement Officer

Feb 5, 2008
Date

Deviation to Revise HUDAR 2452.232-70 and 2452.232-71

Part 2452 - Solicitation Provisions and Contract Clauses

Subpart 2452.2 - Texts of Provisions and Clauses

2452.232-70 - Payment schedule and invoice submission (Fixed-Price).

As prescribed in 2432.908(c)(1), insert the following clause in all fixed-price solicitations and contracts:

PAYMENT SCHEDULE AND INVOICE SUBMISSION (FIXED-PRICE) (FEB 2008) (DEVIATION)

(a) *Payment Schedule.* Payment of the contract price (see Section B of the contract) will be made upon completion and acceptance of all work unless a partial payment schedule is included below [*Contracting Officer insert schedule information*]:

<u>Partial Payment Number</u>	<u>Applicable Contract Deliverable</u>	<u>Delivery Date</u>	<u>Payment Amount</u>
1. []			
2. []			
3. []			

(CONTINUE AS NECESSARY)

(b) *Submission of Invoices*

(1) Invoices shall be submitted as follows: original to the payment office identified on the award document (e.g., in Block 12 on the SF 26 or Block 25 on the SF 33, or elsewhere in the contract) with a copy to the Government Technical Representative (GTR) and a copy to the Contracting Officer. The final invoice shall not be paid prior to certification by the Contracting Officer that all work has been completed and accepted. To constitute a proper invoice, the invoice must include all items required by FAR clause 52.232 25, Prompt Payment.

(2) To assist the government in making timely payments, the contractor is also requested to include on each invoice the appropriation number shown on the contract award document (e.g.,

in Block 14 on the SF-26 or Block 21 on the SF-33). The contractor is also requested to clearly indicate on the mailing envelope that an invoice is enclosed.

(c) *Contractor Remittance Information.* The contractor shall provide the payment office with all information required by other payment clauses or other supplemental information (e.g., contracts for commercial services) contained in this contract.

(End of clause)

2452.232-71 Voucher Submission (Cost-Reimbursement).

As prescribed in 2432.908(c)(2), insert the following clause in all cost-reimbursement solicitations and contracts:

VOUCHER SUBMISSION (COST-REIMBURSEMENT) (FEB 2008) (DEVIATION)

(a)(1) The contractor shall submit, _____ [*Contracting Officer insert billing period*], an original and two copies of each voucher. In addition to the items required by the clause at FAR 52.232-25, Prompt Payment, the voucher shall show the elements of cost for the billing period and the cumulative costs to date. The contractor shall submit all vouchers, except for the final voucher, as follows: original to the payment office, and one copy each to the Government Technical Representative (GTR) and the Contracting Officer identified in the contract. The contractor shall submit all copies of the final voucher to the Contracting Officer. The final payment shall not be made until the Contracting Officer has certified that the contractor has complied with all terms of the contract.

(2) To assist the government in making timely payments, the contractor is requested to include on each voucher the applicable appropriation number(s) shown on the award or subsequent modification document (e.g., Block 14 of the SF-26 or Block 21 of the SF-33). The contractor is also requested to clearly indicate on the mailing envelope that a payment voucher is enclosed.

(b) Contractor Remittance Information. The contractor shall provide the payment office with all information required by other payment clauses contained in this contract.

(End of clause)